

OPAC BILLING REQUEST

1. Information Required by Treasury:

USGS Contact _____ Contact Phone No. _____

Customer's ALC _____
(8-digit Agency Location Code)

Customer's Reference Numbers: (17-character fields)*

Customer's Agreement No. _____

Customer's Purchase Order/Contract No. _____

Pay Flag: _____ Quantity: _____ Unit Price: \$ _____ Unit Issue: _____
[P=partial F=final]

Description (160 characters):**

2a. USGS/FFS Required Accounting Info:

Billed Amount \$ _____

BFY: _____

Fund: _____

Org Code: _____

FFS Agreement #: _____

Vendor Code: _____

Proj/Acct No:*** _____

Object Class: *** _____

2b. Distribution of credits to more than one BFY or agreement

3. I certify that the services/items billed were delivered, or advance billing is in accordance with the above agreement.

Signature

Date

Notes: (See OFM Instructional Memorandum 2000-01 for additional instructions).

* One of these reference numbers MUST be entered. Both numbers should be entered if known by the billing office.

** Description field MUST include any information required by the customer that is not already included on the Form, such as the customer's accounting information, etc, and any other information to assist the customer in identifying the charge.

*** Required only if the billed amount is to be credited to a division account number for a refund of expenditures.

Supporting documentation is to be maintained by the billing office and should not be attached to this form.

Completed forms are to be either faxed to OFM-ARB (703 648-7687), sent as a '.doc' attachment to an Email message to OFM Email address clcarlso@usgs.gov, or mailed to the following address for processing:

USGS-OFM-ARB-OPAC
271 National Center

